PURCHASING USER MANUAL

CREATING A PURCHASE ORDER

INTRODUCTION

You can create a purchase order from requisition items found on two different screens - the **PO** screen (click the **PO** tab) or the **Req Status** screen (click the **Req Status** tab). The choice you make will affect the steps to take with your purchase order.

- The **PO** screen displays all individual line items from all available requisitions. Thus, you would choose the **PO** screen to create a purchase order from any of these individual line items. For instance, if you purchase office supplies from a particular vendor, you could select all office supply items from all available requisitions on the **PO** screen. Or you could purchase computers and printers for everyone who requests computers *or* printers. Doing so means that one requisition could be fulfilled from two or more purchase orders.
- The **Req Status** screen displays individual requisitions. Generally, you would choose the **Req Status** screen to select a single requisition and create a purchase order from all or part of the line items on that one requisition. However you can add to the purchase order with line items from other requisitions.

The entire purchase order process will differ slightly among agencies depending on how the Purchasing administrator set up the Agency and Purchaser - if the Purchaser is a PO Approver or not, if a PO Department is used or not, and if the PO numbers are automatically assigned or manually entered for the PO Department.

Once the PO is saved, it can then be “ordered”. If PO Approval is required, it must be approved before it can be ordered. When a purchase order is finally “ordered”, the Purchasing application will send a TC 215 to STARS for each line item on the purchase order. (When a purchase order is voided, the application will send a TC225 for each ordered line item.)

GENERAL STEPS AND PO NUMBERS AND PO APPROVAL

Your administrator will determine if a PO Approver is required, who the PO Approvers are, if PO Departments are used, and whether PO numbers are assigned automatically or manually entered. The following table indicates when purchase order numbers are assigned and when purchase orders are approved and ordered according to these conditions.

PO APPROVER REQUIRED

Purchaser is:	PO Approver	PO Approver	Not a PO Approver	Not a PO Approver
PO Numbers are:	Automatically assigned	Manually entered	Automatically assigned	Manually entered
Steps:	Select Department (if applicable), etc.	Select Department (if applicable), etc.	Select Department (if applicable), etc.	Select Department (if applicable), etc.
	Select requisition items	Enter PO Number	Select requisition items	Enter PO Number
	Save	Select requisition items	Save	Select requisition items
	Approve (PO number is assigned)	Save	Complete (PO number is assigned)	Complete
	Ordered	Approve		
		Ordered		

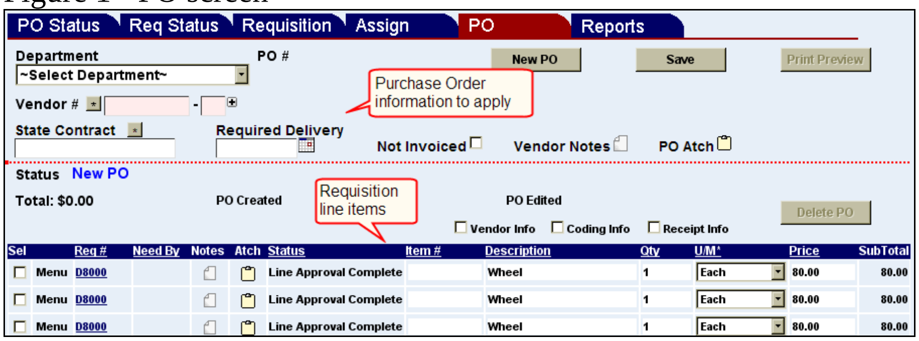
PO APPROVER NOT REQUIRED

PO Numbers are:	Automatically assigned	Manually entered
Steps:	Select Department (if applicable), etc.	Select Department (if applicable), etc.
	Select requisition items	Enter PO Number
	Save	Select requisition items
	Ordered (PO number is assigned)	Save
		Ordered

TO CREATE A PURCHASE ORDER FROM THE PO SCREEN

1. Click the **PO** tab.
2. Depending on how your administrator has set up your agency, select or enter the following for your purchase order. (You can select the purchase order information before selecting the requisition items, or you can select the requisition items and then the purchase order information.)

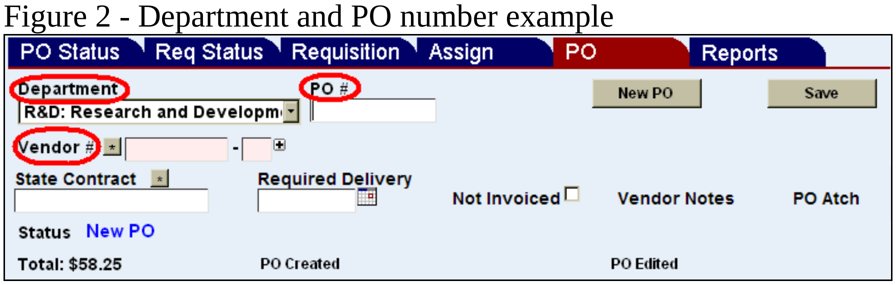
Figure 1 - PO screen



a. Select a **Department** from the pull down menu. If your agency has not created any departments, there will be no **Department** menu.

b. Enter an eight character purchase order number in the **PO #** field. If your PO Department is set up to automatically assign purchase order numbers, the purchase order number is assigned when the purchase order is marked as 'Complete', 'Approved', or 'Ordered', (these choices will depend on how your administrator has set up your user roles and agency).

Figure 2 - Department and PO number example

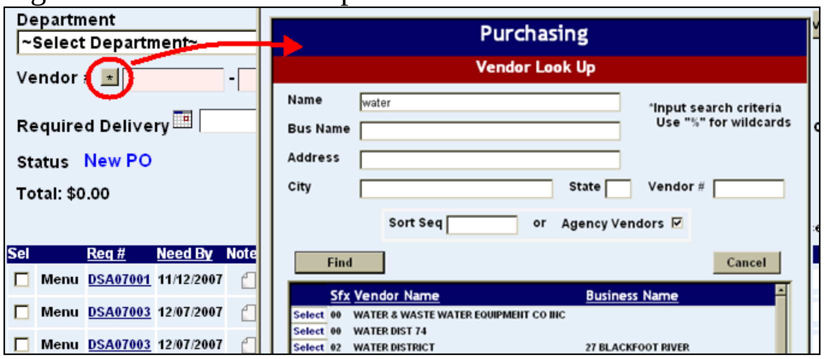


c. Enter a vendor number (**Vendor #**) and suffix. A vendor number is not required (if, for example, you want to record an encumbrance for a project without a specific vendor). You can search for "look up" a vendor number - click the asterisk next to the **Vendor #** field:

- In the Vendor Look Up, enter any combination of search criteria – **Name**, **City**, etc. You can enter just the first few letters to find a vendor that begins with those letters. You can also use the wildcard (**%**).
- Click **Find**.

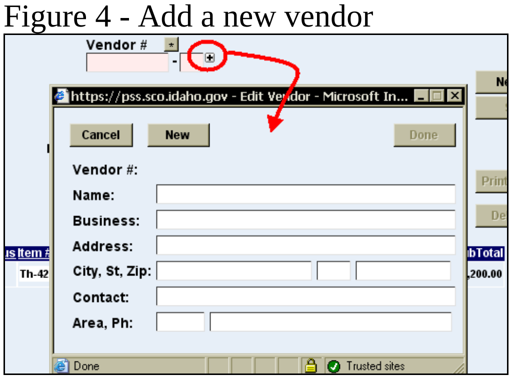
- Click **Select** next to the vendor you want to use. The Vendor Number and Suffix will be entered automatically in the **Vendor** fields on the **PO** screen.

Figure 3 - Vendor Look Up



d. If you cannot find a vendor or want to use a new vendor that has not yet been entered in STARS, click the plus sign next to the vendor suffix field to enter a new vendor name and address. (When a new vendor is entered, a W9 form can be printed with the purchase order.)
   - Enter the **Name**, **Address**, **City**, etc.
   - Click **Done**.

Figure 4 - Add a new vendor



e. If desired, enter a **State Contract** number to associate with the purchase or click the asterisk to select a state contract number from the drop down menu. This will add the number to the purchase order only for record keeping.
f. If desired, enter a **Required Delivery By** date or select one using the calendar icon.
g. If desired, check the **Not Invoiced** check box if the purchase is made at the point of sale and you do not want to send the transaction to STARS. NOTE: Your administrator may encumber P-Card purchases which would override this selection.
h. Click **Save** or continue to add requisition items.

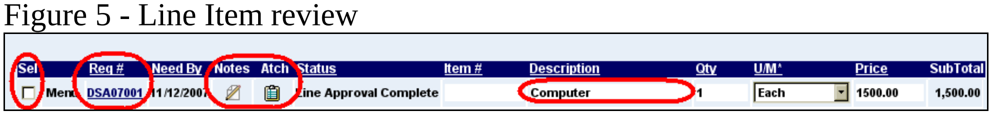
i. Click **Vendor Notes** to select pre-configured notes or enter notes to add to the printable purchase order. (This icon becomes active after the purchase order is saved and can be selected any time before the PO is ordered.)

j. Click the **PO Atch** icon to attach scanned documents for the purchase order. (This icon becomes active after the purchase order is saved and can be selected any time before the PO is ordered.) See Attaching Scanned Documents.

TO ADD REQUISITION ITEMS

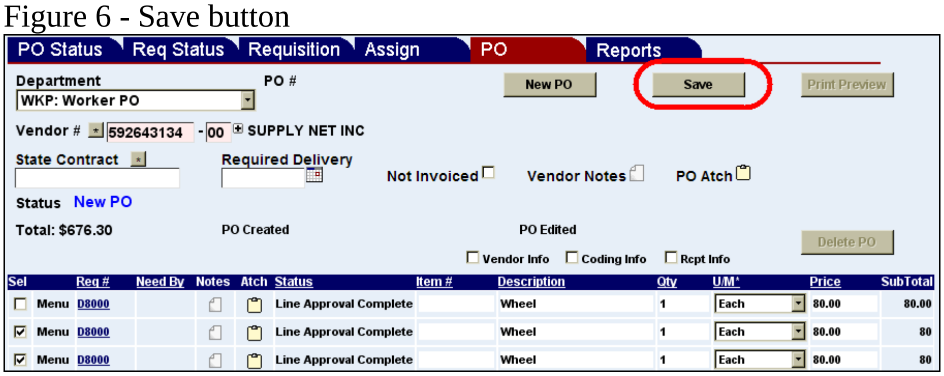
1. Review the requisition line items on the PO screen. On each line item you can:
   a. Click the requisition number (**Req #**) to view the entire requisition on the **Requisition** screen.
   b. Click the line item **Notes** icon to view any notes. (An icon with a pencil indicates there are notes. A pink icon means there are important notes that must be read.)
   c. Click the line item **Atch** icon to view any attached documents on the **Attachment** screen. (A filled-in icon indicates there are attachments.)
   d. If the text in the **Description** field extends beyond the text box, double-click the filed and a separate **Description** window will be displayed. You can change the description if necessary.

Figure 5 - Line Item review



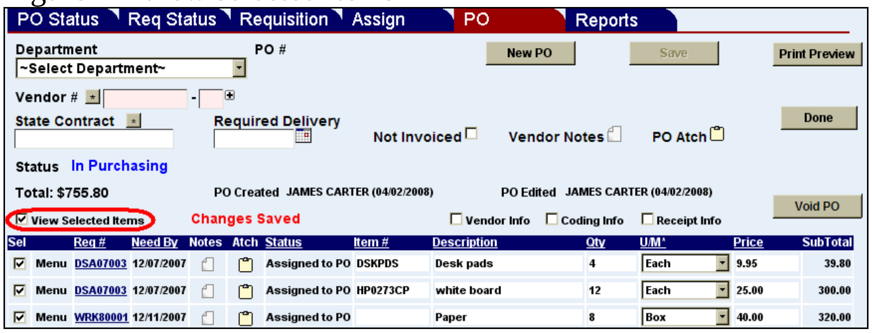
2. Check the **Sel** check box next to each line item you want to add to the purchase order.
3. If needed, click **Menu** next to a line item to take separate actions on each line tem. You can also click this menu *after* you have saved the line items on a purchase order. See the Purchase Order Line Item Menu section below.
4. If necessary, you can change the quantity (**Qty**) and/or the unit of measure (**U.M.**) on a line item. For example, you may want to change this if an item is only available in a certain quantity or unit of measure.
5. Click **Save**. You can continue to add or remove requisition items until you are satisfied that the purchase order is complete.

Figure 6 - Save button



6. Check the **View Selected Items** check box to view the items you have selected and hide all other items.

Figure 7 - View selected items



7. Click **Menu** next to a line item to take separate actions on each line item. See the Purchase Order Line Item Menu section below.
8. Click **Save** when finished with the purchase order. (If your agency has enabled automatic purchase order numbering, a purchase order number will not be assigned until the PO has been marked as ‘Complete’, ‘Approved’, or ‘Ordered’ – see below.)
9. If desired, click the **Vendor Notes** icon to add notes for the vendor.
10. If desired, click the **PO Atch** icon to attach scanned documents for the purchase order. See Attaching Scanned Documents.
11. After the purchase order is saved, do the following depending on your agency’s process:
    - Click **Complete**. This button is displayed if you are a Purchaser but not a PO Approver and your agency requires that your purchase orders be approved. The designated PO Approver must approve them.
    - Click **Approve** if you are a Purchaser and a PO Approver and your agency requires that your purchase orders be approved.
    - Click **Ordered**. This button is displayed if your agency does not require purchase order approval.

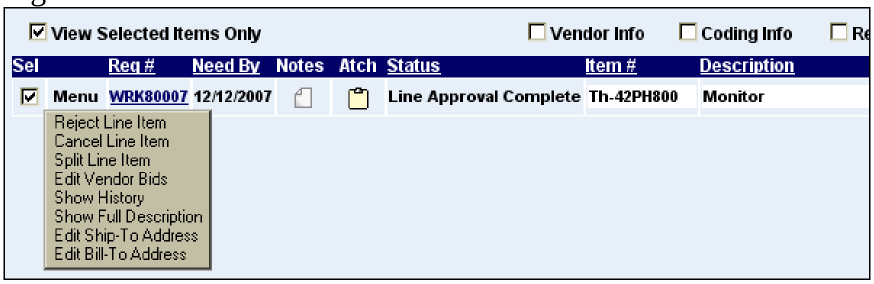
When a purchase order is ordered, the Purchasing application will send, at the end of the day, a TC215 to STARS for each line item.

- If the quantity changes for a line item that has not been sent to STARS (i.e., has not been ordered), the quantity for that item is modified in the TC215 that will be sent to STARS.
- When a purchase order is voided (deleted), the application will send a TC225 for each ordered line item of the purchase order and delete any line items of the purchase order in the Purchasing application table that have not been ordered. For these line items, if the **MOD** field is blank, STARS will treat it as a partial just as if the user had entered a “P”. If the user enters an “F”, STARS will finalize it.

TO USE THE PURCHASE ORDER LINE ITEM MENU

On the **PO** screen, click **Menu** next to a line item. The actions available on the menu will apply only to that line item, not to the entire purchase order.

Figure 8 - Line Item Menu



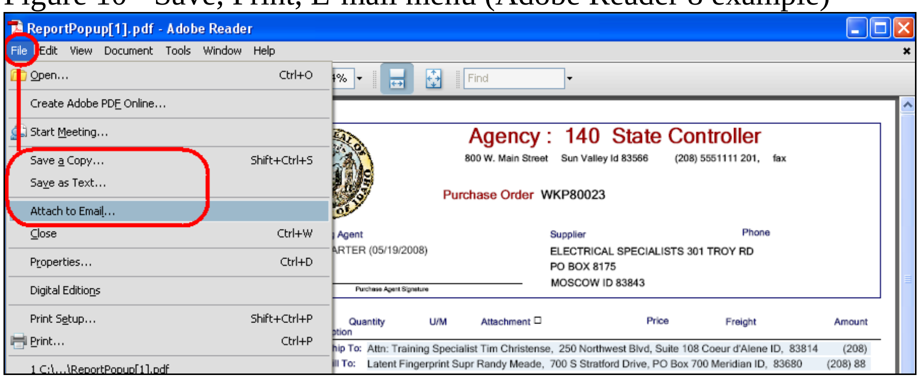
- **Reject Line Item**. Line item is removed from the PO screen and sent back to the requester. The requester can make changes to line item and re-submit it to the process.
- **Cancel Line Item**. The line item cannot be ordered. It is removed from the PO screen and cannot be changed or resubmitted by the requester.
- **Split Line Item**. Split a line item that may need to be purchased by separate item numbers or descriptions. For example, a single line item for a computer may need to be purchased in separate line items as a computer, monitor, keyboard, etc.
- **Edit Vendor Bids**. Used to record which vendors have bid on the line item, if applicable.
- **Show History**. Shows the approval history for the requisition item.
- **Show Full Description**. Shows the full text of the description field.
- **Edit Ship-To Address**. Select a shipping address.
- **Edit Bill-To Address**. Select a billing address.

TO PRINT, SAVE, OR E-MAIL A PURCHASE ORDER

To print a purchase order, click **Print Preview**. The purchase order form will be displayed in PDF in a browser window. Depending on your PDF software, click the appropriate icon on the toolbar to print, save, or e-mail the form, or click File, Attach to E-mail.

Figure 9 - Save, Print, and e-mail icons (Adobe 7 Professional example)

Figure 10 - Save, Print, E-mail menu (Adobe Reader 8 example)



To e-mail a purchase order form directly from the PDF screen, you may have to configure Internet Explorer to recognize with your e-mail client. On Internet Explorer:

1. Click **Tools** and select **Internet Options**.
2. Click the **Programs** tab.
3. Select your e-mail client from the **E-Mail** drop down menu.
4. Click **OK**.

Other security polices may be set by your PC or IT administrators to allow the PDF software to connect to your e-mail client. Contact your support personnel for assistance.

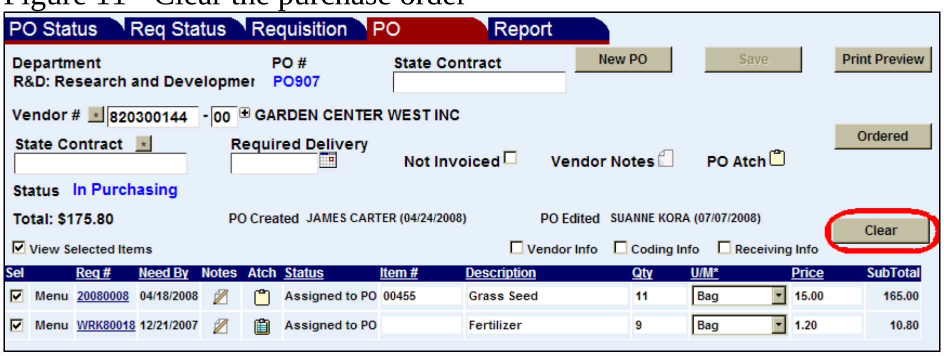
TO CLEAR OR VOID (DELETE) A PURCHASE ORDER

The options to 'delete' a purchase order vary depending on if a purchase order number has been assigned or not (either manually or automatically).

- If the purchase order has not been assigned and saved, you **Clear** the purchase order. The automatically assigned tracking number will not be reused. The requisition line items will be available for a new purchase order.
- If the purchase order number has been assigned and saved, you **Void** the purchase order. The purchase order number cannot be reused. You cannot void a purchase order if any items are received. NOTE: You can reject, cancel, or remove the line items not received. The purchase order then shows the status as "All items received".

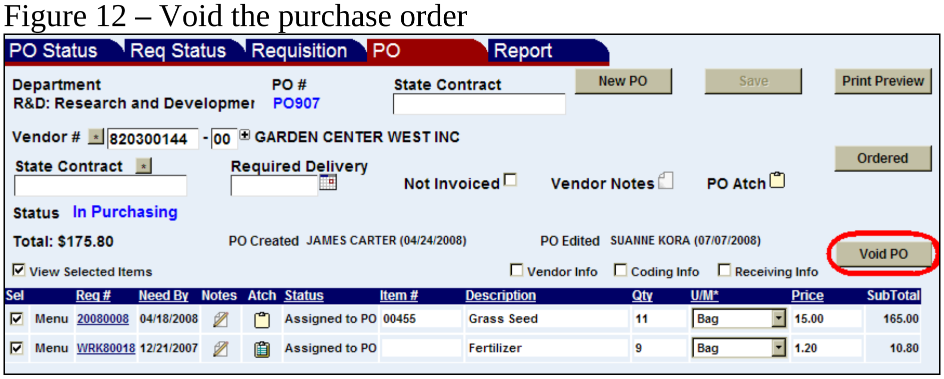
If the purchase order number has not been assigned and saved, on the **PO** screen, click **Clear**.

Figure 11 - Clear the purchase order



If the purchase order number has been assigned and saved, on the **PO** screen click **Void PO**.

Figure 12 – Void the purchase order



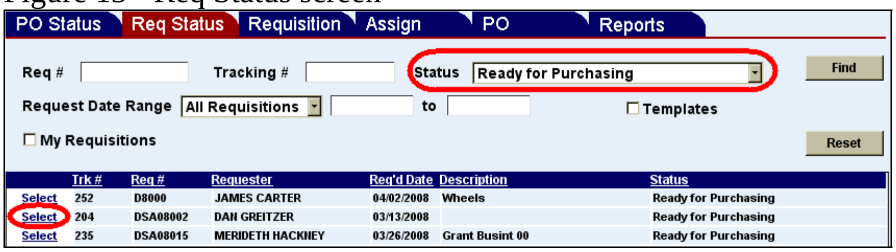
When a purchase order is voided, the application will send a TC225 for each line item. For these line items, if the **MOD** field is blank, STARS will treat it as a partial just as if the user had entered a "P". If the user enters an "F", STARS will finalize it.

TO CREATE A PURCHASE ORDER FROM THE REQ STATUS SCREEN

Use the **Req Status** screen to find a requisition that is "**Ready for Purchasing**" and then create a purchase order.

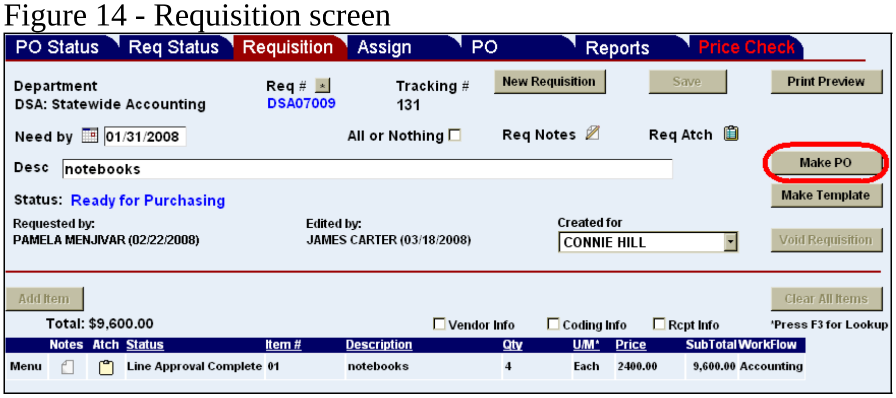
1. Click **Req Status**.
2. Select **Ready for Purchasing** from the **Status** drop down menu and click **Find**.

Figure 13 - Req Status screen



3. Click **Select** next to a requisition. It will open on the **Requisition** screen.

Figure 14 - Requisition screen



4. If necessary, review the notes and/or attachments for the requisition as a whole.
   a. Click the **Req Notes** icon to review or to add requisition notes
   b. Click the **Req Atch** icon to review or to add attached scanned documents.
5. If necessary, review the **Notes** and/or attachments (**Atch**) on the individual line items.
   a. Click the **Notes** icon on a line item to review or to add requisition notes.
   b. Click the **Atch** icon on a line item to review or to add attached scanned documents.
6. Click **Make PO**. The **PO** screen will open with all of the items from the requisition you have selected.
7. Complete the **PO** screen as described in the "To Create a Purchase Order From the PO Screen" section above.